

GO 1314 9 September 1974
Confidential Intelligence Course

Section 2 Part A

to all Int Chiefs
via A/guardians (area)
D/Guardian WW
Int Chief WW

16 Nov. 1968

ALL COMMUNICATION BY LETTER ON INTELLIGENCE LINES IS TO BE ADDRESSED TO THE D/GUARDIAN WW AND SENT AIR MAIL. EXPRESS DELIVERY REPEAT EXPRESS DELIVERY. AND TO BE MARKED PERSONAL (NOT CONFIDENTIAL). THIS HAS THE DUAL EFFECT OF SPEEDING COMM LINES AND ALSO INCREASES SECURITY AS EXPRESS MAIL IS LESS SUBJECT TO SCRUTINY THAN IS REGULAR MAIL. EXPRESS MAIL IS NOT X-RAYED OR INSPECTED. THIS INFORMATION IS CONFIDENTIAL AND IS TO BE INCLUDED IN ALL INTELLIGENCE HATS. N.B. Where special arrangements have been made regarding mail going to private addresses the mail is not sent to D/Guardian WW but to whatever address has been arranged. However they must still be sent Express and marked personal.

*Mrs Bucklong
Int Chief WW*

To all Bureau chiefs
Guardian w/o

25/9/67

Dear Hs

What is wanted and needed

- 1) Weekly reports summarizing all actions of your
bureaus.
- 2) Compliance reports or program reports on long
term projects and targets as the various actions
are done.
- 3) Proposed targets or programmes.
- 4) all Int reports
- 5) Newspaper clippings.
- 6) Various legal documents - outlines of suits etc.

Love
Saeed

Intelligence Chief w/pw
Quoniam Comm w/pw
Quoniam w/pw

25/3/67

~~1. 1. 1.~~
~~1. 1. 1.~~

Dear Ho,

Nancy Sue does not want any more promotional
pieces put out by the Mental Health groups - she
has read all these news and they duplicate themselves
over and over again. She does want news reports
minutes of meetings - papers etc, but not promotional
literature

Love
Sue

ED 1175 INT

21st June 1969

GUARDIAN INTELLIGENCE AND INVESTIGATION REPORTS

The following form will be used by all Intelligence Officers for Investigation reports:

INTELLIGENCE REPORT

Intelligence Chief VW

via: D/Guardian VW

Asst Guardian

Investigator _____

Date: _____

1. Person being investigated: _____

2. Source of information: _____

3. Where investigation was conducted: _____

4. Time investigation took: _____ Travel time: _____

5. Data obtained _____

6. List of evidence appended: _____
(append evidence)

7. Country: _____ State of District: _____ City: _____

8. Names of all persons mentioned in above report: _____

Signature of Investigator _____

The following form will be used by all Intelligence Officers and by the Intelligence Chief W/ to report the weekly results of Intelligence activities.

The Guardian W/
via D/Guardian W/
Asst. Guardian
Intelligence Chief/Officer

INTELLIGENCE SUMMARY REPORT

FOR W/E _____

1.

1 Current investigations underway: _____

2. Number of investigators: _____

3. Results: _____

4. Investigations successfully completed: _____

(Signature of Intelligence Chief/Officer)

Mary Sue Hubbard
The Guardian W/
for
L. Earl Hubbard
Founder

February 15, 1970

GUARDIAN COMMUNICATION LINES

Due to the nature of Guardian activities and also due to the expanded functions of the Guardian Office, it is necessary at this time to review and to get in faster means of communication to and from the Guardian's Office NW and to and from Deputy and Assistant Guardian Offices.

The following is, therefore, to be studied and to be put into effect immediately:

1. TELEX: Telex communications are to be reserved and used strictly for top priority communication to alert the Guardian NW or D/A/Guardian to a dangerous situation which needs urgent attention, which may cause repercussions in another area than ones own, or which reports important wins for Scientology.

Examples of dangerous situations which require urgent attention:

1) NRC news service putting on squirrel programme aligning Scientology to black magic ARC Legal injunction obtained to prevent programme and PRO has appointment to see top NRC official to square up situation.

2) Franchise Bill Jones arrested in New Jersey for practicing medicine without a license ARC Have obtained his release and Legal institute counter-suit for false arrest.

Examples of situations which may cause repercussions in other areas:

1) News stories which might be picked up by International news services.

2) A troublesome SP leaving for another area.

3) Intelligence information which affects another area.

Examples of important wins for Scientology:

1) The winning of some legal action.

2) A favourable PRO action.

3) A tax situation handled.

2. DESPATCH:

As per previous Guardian Order 108 INT of November 24, 1969, despatches are marked as to priority - Priority A in red denotes danger and requires prompt action and attention; Priority B in green denotes matters which if not handled could develop into a survival threat to the Organisation; and Priority C in blue denotes matters of long range survival value, future planning and future actions.

In cases of Priority A actions, one should write an original despatch and route it directly to the Guardian NW and send a copy to the Central Guardian's Office. This ensures there is absolutely no slowdown in the communication of vital

In writing despatches the usual regulations apply -- one despatch per separate and distinct subject. Don't throw everything and the kitchen sink into one despatch as this makes difficulty in answering and difficulty in filing - one subject equals one despatch.

3. PROGRAMME REPORTS:

Report compliance and action on specific programme orders on separate despatches, and at the top of the despatch mark it so:

RE: (NAME OF BUREAU): (NAME OF PROGRAMME)

Programmes are the main actions pushed by the various bureaux and are set out in target form. Separate files are kept for each programme so that the progress and actions accomplished can be pushed, targets can be added or altered as needed, or separate projects established to help further the programme.

4. WEEKLY REPORTS:

Weekly reports are required by each D/Guardian in charge of a Bureau at HQ. These are forwarded through the Continental Office of the Guardian where such exist. These reports should be made out every Thursday at 2:00 pm (as usual reporting time in Orgs).

If there is only an Asst. Guardian, as in a small organization, the Asst. Guardian is required to make seven separate reports - one for each of the Guardian Bureaus: Legal, Intelligence, PRO, Policy Knowledge, Finance, Personnel and Tech. If an Asst. Guardian has in their Office someone on Legal and Intelligence, then these personnel make weekly reports and the Asst. Guardian makes separate reports for the five other bureaux.

If there is nothing to report as regards a Bureau, then report this fact in this wise reports are at least complete for all the Bureau.

Do not use a weekly report to make full detailed reports on programmes intelligence, finance, etc. Such reports are separate and are contained in programme reports and despatches.

The weekly report is short and to the point and involves only a resume of the weekly actions performed and work done.

For example, an A/Guardian for Intelligence would report the following:

RE: INTELL: WEEKLY REPORT W/E FEB. 12, 1970

"1. Pgm: Intell: Public Media. Investigated Harry Smith reporter for Los Angeles Morning Star. Found interesting connections to the APA. Full report sent separately.

2. Pgm: Intell: WFMH. Went to Tuesday meeting of local IEL group. Collected names of major pushers. Full report sent separately.

3. Was called in to investigate a person who had wandered into org. Found he was just a harmless person who through we were an engineering firm. Handled and routed off premises. Report not sent as no danger involved but will watch for anything further just in case."

With regard to communication, any communication, always such with two things in mind: (1) Is there a problem in this information or in this data and if so, what is it? (2) How to resolve the problem.

And if there is a problem you are communicating, th also communicate either actions you have taken or the actions you intend to take. This will then enable a senior just to acknowledge, okay or give further orders in the matter.

The second thing to bear in mind: Is this data or information of any use in Guardian activities and if so, to what use can it be put.

And if there is any value to the information or data, give suggestions for its possible use.

For example, you have out a clipping out of a newspaper which tells of the harm done by electric shock. Well, this can be used by the D/Guardian for PRO in FREEDOM and it can be used by Intelligence in Dead Agent actions. So supply both these terminals at WW with the clipping and your ideas of suggested use.

Data and information is as valuable as it is used, that is why it is important to look at use in such.

Finally, in long articles, pamphlets or books sent in, learn excerpting in order to point up data and information of use. This is done by marking such passages in red pencil in brackets,

The brackets should be in red pencil.

Communication and speed of particle flow are vital to our lines. Let's improve communication quality and thereby speed up particle flow.

Mary Sue Hubbard
CS-G

GUARDIAN ORDER

GO 005

28 October 1973

GO 123

GO 123

COMMUNICATIONS TO THE CONTROLLER

This Guardian Order cancels the following issues: GO 52/70, REPORT ROUTING CHANGE, GO 3 1231, REPORT ROUTING CHANGE AMENDMENT, GO 5 123, RE: REPORT ROUTING.

This Guardian Order clarifies the routing of reports to The Controller.

WEEKLY REPORTS FROM GO WW

The D/G Legal WW, D/G Info WW, D/G Finance WW, D/G PR WW and D/G Services WW will send copies of their weekly reports to The Controller via the Controller Comm. These will cover all note-worthy activities for their Bureaux throughout the world, minus the United States.

WEEKLY REPORTS FROM GO US

Copies of the following reports are to be sent to The Controller via the Controller Comm US:

1. Copies of all US A/G's for Legal weekly reports attached to the D/G Legal US weekly report.
2. Copies of all US A/G's for Info weekly reports attached to the D/G Info US weekly report. Copies of all Info reports originated by any A/G for Info in the US or by the D/G Info US to be forwarded directly to The Controller via the Controller Comm US.
3. Copies of all US A/G's for Finance weekly reports attached to the D/G Finance US weekly report.
4. A summary of all US A/G's for Public Relations weekly reports included in the D/G PR US weekly report copy (as is currently being done).
5. A copy of the D/G Services US weekly report.

WEEKLY REPORTS FROM GWM & DGUS

The weekly reports from The Guardian WW and the Deputy Guardian US now consist of a round-up of important items missed in the reports of their D/Gs, and items that need further handling.

(Copy of Dispatch from G Comm WW Re: Weekly Reports)

11.10.72

To: DG Int WW
via: Guardian WW
from: GComm WW

Pr. A

Dear Mo

Re: Weekly Reports

Weekly Reports are due in my in-basket by midnight each Friday. I realize that sometimes an emergency arises and that this deadline is not always possible to be met. This leaves the weekend in which to complete the weekly report.

In the past 4 weeks, there have been 32 weekly reports received from the DGs WW & GO Esto WW. Of these 32, 15 were received late. This is not ok.

Therefore, from now on, weekly reports not received by 10am Monday will not be accepted and will constitute a no report.

The only time a weekly report will be accepted after 10am Mon., is if an okay has been given by the Guardian. Requests for this okay must be to me by 10am Mon.

love

Lexie

CS-1 Com. ~~Off~~ 16/3/73

12-Mar-73

Guaradian B

Guaradian Com W/12/3/73

"C"

12/3/73

D/G Info. WW ←

Compliance

Re: Weekly Rpts

Dear Nikki,

Attached is my latest weekly
report which style I will
continue to use.

Dear Mo,

Hey, nice improvement!

Love

It was so nice, MSH
merely bracketed sections
she wanted in her report summary
to Row, and had me type it from
there. Usually (in the past) she
rewrote & expanded it.

Thanks alot.

Love,
Nikki

GUARDIAN ORDER

GC 802

20 June 1973

All Guardian Offices
Bureau Chiefs to HQ Purpose

YOUR WEEKLY REPORTS

The Purpose of the Weekly Reports that you are required to write is as follows:

TO KEEP CS-G AND THE FOUNDER WELL INFORMED OF ALL GUARDIAN OFFICE ACTIVITIES THROUGHOUT THE WORLD SO THAT THEY MAY BETTER PLAN AND CO-ORDINATE FUTURE ACTIVITIES OF THE GUARDIAN OFFICE NETWORK TO OBTAIN OUR VALUABLE FINAL PRODUCT: ACCEPTANCES OF SCIENTOLOGY.

To accomplish the above purpose, your reports must be concise, factual, and sent on time each week. If they are stale-dated and received late, they are of less value to CS-G and could even act as Dev-T if absent when an over-all evaluation is being done by the fact of omitted data.

We depend upon each of you to get your Weekly Reports done and forwarded ON TIME each week.

If you are having a rough time doing so, it is probably simply a matter of out admin and can be corrected. If you feel it is really bugged, let me know and I'll give you a hand - for a small fee, of course.

Nikki Freedman,
CS-G Communicator

for

Mary Sue Hubbard
CS-G

D/G INT WW ✓

TO: D/Gs, A/Gs, and their personnel
via Guardian WW

DATE: 14/8/70

FROM: G/Comm WW

Dear Mo:

To speed up the admin of the G/Comm WW's post, you are requested to include the date of the order (CS-G or GDa WW) referred to in your Progress Reports.

G/Comm WW's duty is to make note of progress on the logging entry. As some orders are quite old (or similarly worded) a lot of unnecessary searching is done to find the date of the correct order.

Your help on this will be greatly appreciated.

Love,

[Signature]
G/Comm WW

24/8/70

2/5 Guardian Legal w/w
2/5 Int w/w
20/5 Finance w/w
2/5 PRO w/w
2/5 Policy knowledge
2/5 Personnel w/w
2/5 Tech w/w

For all,
CSG has ordered that you do not have to
send her copies of weekly reports received
from others around the world.
You are to carefully summarise all the
weekly reports.

If something happens elsewhere in the
world on your lines which isn't reported
and properly handled, both CSG and I will
have your heads for breakfast.

The US reports will still be going to CSG
from the USA because they are poor in handling.
Love
Jane

GUARDIAN ORDER

00 13

2nd September, 1971

BUREAU OTC REPORTS

The Continental Deputy or Assistant Guardian is to send one Telex per week giving the statistics of each Bureau as laid out below. This is to reduce the cost of reporting.

The Telex is to give the letter of the Bureau followed by the stat, in the order given in HCO P/L 27 May 1970, The Organization of the Guardian's Office.

i.e. STATS PERS 17 PK 17 L 20 I C 40 I 12 F C 2,000 B 400 T --
PR TC 129 CA 2718

The stats to be telexed for each Bureau are as follows:

Pers: No. Divs in Normal or above, PK: No. Divs in Normal or above
Legal: No. Legal Cycles Completed, Int: 1) Total Connections Found
2) Total Incidents Found, Finance: 1) Cash 2) Bills, Tech: Not
yet statized, PR: 1) Targets Completed 2) Cycle of Actions Successfully Completed.

This is effective upon receipt.

JK
Jane Kember
The Guardian 77

Good morning, Com WWC 100-11/11/70 13 Oct 70
O/G Int WWC

Hat

Re Nudges
Dear Margarita,

Attached are some old nudges
you sent me.

I have a misunderstanding on
nudges which causes me to
back off of hardly then.

could you help me, Sue.

Suppose I get an order "Buy a book"
and a month later it is bit done and
I receive a nudge am I supposed
to

1) Write a progress report on
the order so the senior knows
what's happening. Yes.

2) Just hold on to the nudge
and jump to get it done

anyway here they all are including 2 that
I can't find the orders on. If these
aren't supposed to be returned to
me, please let me have them back.

Don't do,
you did just fine.

Love
Tom. Mathews.

yes. Only if
you want you
can read in
compliance report
next room.

GUARDIAN ORDER

GO 35
All AGs
DGs

19 March 1971

RETURN ADDRESS

All Guardian mail between Guardian Office terminals will now have a return address. The return address will be the confidential address used by the sender to receive mail at.

Jane Kember
The Guardian World Wide

GUARDIAN ORDER.

GO 151

7 SEPTEMBER 1971

All Guardian Offices

REPORTING

All reports to or from any Guardian Office, Bureau or Section regarding situations or incidents should always give the date of that situation or incident referred to in the report.

The date of the report is not necessarily the date of the incident, and if omitted, can put the incident out of sequence.

Nikki Freedman

CS-G Comm

for

Mary Sue Hubbard

The Controller.

MSH:NH:11

To: DQ Int ←
From: Glommww

26.7.72

Confidential

Dear Mrs, Re: Telexes

If you ever receive a telex which at the end of the telex number has an X, this telex is sent only for appearances sake and is to be disregarded.

IE: 17021X gouww, etc.

Love
Lexie

I have sent a copy to:

DQ Comm US
Aglomm Oif
agru
Agauat
Aglan

MA to Agak

GUARDIAN ORDER

GO 905

22 August 1973

All Guardian Offices
Controller Communicator Hat

TRAFFIC TO AND FROM THE CONTROLLER

All traffic to and from The Controller of course goes through the Controller Communicator Flag (CS-G Comm).

With the introduction of the Controller Communicator network, all traffic to and from The Controller additionally goes through the Controller Communicator for that Continental Guardian Office where one is posted.

This would also apply to any Assistant Guardian Office where a Controller Communicator is posted.

The routing the United States Assistant Guardian Info reports (that were previously sent direct to The Controller) now go via the Controller Communicator GOUS to The Controller. This modifies GO 52770 MSH, "REPORT ROUTING CHANGE".

In no other way does the introduction of this post change GO communication or command lines.

Nikki Freedman,
Controller Communicator Fl:

21 Feb 1974

Following are a few things to keep in mind when you write reports. If you keep them in, it will help both your own area and the area you are sending the report to in cross-filing.

1. Write only one report per subject. If you write about Joe Bloggs, then write about Joe Bloggs. It should not be about Mary Smith and Fanny Hill if Mary and Fanny have nothing to do with Joe. In other words no multiple reports.
 2. Make sure your reports are neat and where possible typed. Remember that xerox machine only prints foolscap size, so make sure that if you are using larger size paper you must leave a margin wide enough for the machine to print. Do not write on yellow paper, the xerox machine can not copy from this. Do not use blue carbon paper as it does not come out either, so use black carbon and black ribbon in typewriters.
 3. Don't use abbreviations for organisations assuming that it is known who you mean. Sometimes we don't and sometimes organisations have the same abbreviations. Also write surnames when reporting about individuals as we don't always know just the christian name.
 4. Be sure that your spelling of names is correct, or else we end up having duplicate (or triplicate) files.
 5. If you write a long report and attach documents, at the end of your report list out all the names of individuals and organisations mentioned. This takes up hardly any time for the originator of the report, makes filing and cross filing easier on the originating area and the recipient of the report, and the originator is certain that his report is filed under the relevant names.
- Keeping these points in mind make it easier on all.

Director of Collection

GUARDIAN ORDER

GO 773

8 June 1973

All Guardian Offices

EXCERPTING REPORTS AND INFORMATION

In the interest of reducing "over-read" of G.O. Execs and especially the DG US, The Guardian WW and CS-G, all G.O. personnel are asked to follow the following procedure in sending long reports and information up lines.

Complete reports and floods of information are wanted and Guardian Office personnel generally do an excellent job of reporting. Therefore, do not cut down on your report length or amount of information sent.

Simply add an extra step to your reports and information if they are long. This is an excerpting step.

"Excerpt" is defined as "to select, take out, or quote (passages from a book etc.); extract.

Here is the full procedure:

1. Write your reports recording all data and attaching all information.
2. After the report is written and it seems long or there are articles, transcripts, etc, attached, go through and underline in a different colour pen the key passages or the most significant information.
3. Attach a routing and cover sheet on top that outlines the full report and information it contains with principal data or conclusions clearly stated.
4. Send it on normal lines.

In this way the executive up the line can get the important data quickly and can still go through the full packet of information attached if he or she feels it necessary.

With a rapidly expanding and highly productive Guardian's Office, this will relieve the top execs of reading time and give them more time to wear their many other hats.

Fred Hare,
CS-G Asst.

for Mary Sue Hubbard,
CS-G.

GO 1219 MSH

7 July 1974

GO Staff

EXCERPTION OF REPORTS

To excerpt means to pick out, and in the case of Guardian reports it means additionally to pick out what is IMPORTANT and APPLICABLE.

All reports accompanied by other reports, attachments or documents enroute to the Controller will now require excerpition as per the following procedure:

1. Excerpt the reports, attachments or documents by using a ruler and red pen to underline what is important and applicable.
2. Place on top a yellow excerpition sheet which gives a condensed summary of each excerpt and state where and on what page each can be found in the reports, attachments and documents.

This is a simple, but essential, administrative action which can be done by the originator or his or her Communicator, which relieves an Executive from wasted time in digestion and excerpition and permits the Executive to devote his energies to direction. This action should in no way delay communications.

From here on out it is the duty of each Controller Communicator to get excerpitions being done as above. If he or she receives communications to the Controller in the future which have not been excerpted, then it is the duty of the Controller Communicator to do the excerpition himself or herself even if they have to consult with the originator to ensure what should be excerpted.

An example of excerpition is attached.

Mary Sue Hubbard
Controller

JP

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO ADMINISTRATIVE LETTER OF 15th July 1970

Limited Issue

CONFIDENTIAL

A/G

HCO LS

TELEX CODES

HAS

Dir Cozms

Non Renimeo

The following are abbreviations or codes to be used on telex comm, whenever possible. This is to ensure security on telex lines.

Worldwide Guardians Office

GDN - Guardian

GWW - The Guardian WW

DGFWW - Deputy Guardian Finance WW

DGLWW - Deputy Guardian Legal WW

DGB4WW - Deputy Guardian Bureau 4 WW

DGPROWW - Deputy Guardian PRO WW

DGPKWW - Deputy Guardian Policy Knowledge WW

DGPWW - Deputy Guardian Personnel WW

DGTWW - Deputy Guardian Tech WW

PRWW - Public Relations Actions WW

PRPWW - Public Relations Planning WW

LACTWW - Legal Actions WW

TRWW - Treasurer WW

These are used in telexes to and from WW. For other Orgs just put the appropriate org designation instead of WW (eg., DGFUS - Deputy Guardian Finance US etc.).

World Wide Organization

HESWW - HCO Exec Sec WW

OESWW - Org Exec Sec WW

PESWW - Public Exec Sec WW

HASWW - HCO Area Sec WW

I EOWW - International Ethics Officer WW

OICWW - Organizational Information Centre WW

FOWW - Franchise Officer WW

LRHCWW - LRH Comm WW

TLXOFWW - Telex Op WW

As in the above, substitute the orgs designation instead of WW for other Orgs use. (eg. HESUS, LRHCUS, OICAF etc.).

Sea Organization

SO - Sea Org

MISS - Mission

USSS - US Stationship

UKSS - UK Stationship

DKSS - DK Stationship

(?) - Flag (it is important not to use the word Flag on telex lines)

G - CS Guardian

1
2
3
4
5
6
7
8
9

The CS's titles are to be used instead of names.

Also as much as possible avoid the use of full names of people, places etc. But don't cut out names without OK of the originator, as it may cut down understanding at the other end. That's it!

for Sue James Dir Comm 777
Gunbritt Bird
HCO Area Sec 777
for Anne Tampion
HCO Exec Sec 777

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by L. Ron Hubbard
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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 11 SEPTEMBER 1973
HCO
Gdn Office
FR Ext Comm
All Communicators

CODES AND CODING, CORRECT PRACTICE

POLICY

FIRM POLICY: Anyone who uses or receives messages which employ a code of any kind or type MUST BE FULLY HATTED ON THIS POLICY and the code he is employing and must have read some text book on the subject.

A code can be destroyed at once by incautious use and thereafter leaves the comm line wide open. Bad codes or coding can ARC Break the recipient by the mechanism of the misunderstood word. Codes which cannot be made out or are improperly done or messages which contain errors in code cause Dev-T, loss of time and can cause a catastrophe.

ERRORS

Common errors in using code are:

- a. Recipient does not have the code being used.
- b. An arduously (hard work) coded message can have an enclosure right behind it in plaintext which permits the code to be broken easily as it is referred to in the coded message. This not only makes the use of code purposeless, it also destroys the code itself.
- c. Messages received in one code are sometimes at once transmitted on similar lines in another code, permitting the same text to be broken and both codes cracked.
- d. Use of code words next to words which expose them at once: i.e. "The Dubloo sank" is easily seen to mean "The ship sank" and anyone intercepting the message now knows that whenever "Dubloo" is used it means ship. After a lot of messages he has your whole code.
- e. Corny counting errors giving wrong numbers, corny errors in taking a word one or two up or down from the right one, corny relay errors in reading or typing.
- f. Letting codes remain in force too long as this gives an interceptor the volume of traffic he needs to break the code.
- g. Leaving a code around so it can be seen or letting a copy of the code be exposed and then not alerting anyone that the code has been "compromised" (which is to say exposed so it is no longer valid for use), and then going on using it!

Flagrant examples of each of the above errors have occurred in the past year and some of them many times. Any one of these errors destroys any value a code may have.

THEORY

There are quite a few books and booklets on the subject of Codes and Ciphers. These are not hard to obtain. The better ones include glossaries of terms in common use. They are not hard to read and are even entertaining. They give the general backbone of the subject.

There are only two types of methods of obscuring meaning in a message. One of these is SUBSTITUTION, the other is TRANSPOSITION.

Putting a letter or number or word down to stand for another letter or number or word is called SUBSTITUTION.

Mixing up the sequence of letters, numbers or words is called TRANSPOSITION.

A CODE is generally an arbitrary list of words that stand for words actually meant.

A CIPHER is generally a substitution of letters or numbers for other letters or numbers. Scrambling their sequence is a common second step. Loosely, also means "Code".

PLAINTEXT means the message in clear without code or cipher.

CRYPTOGRAM (hidden meaning) is something written in code or cipher.

CRYPTOGRAPHER is someone who uses codes and ciphers.

CRYPTOANALYST is a professional code and cipher breaker usually employed by governments or military units AND ONE WHO CAN AND DOES BREAK CODES AND CIPHERS WITHOUT HAVING THE ORIGINAL CODE OR CIPHER.

Codes and ciphers are used to SAVE COST BY REDUCING LENGTH OF MESSAGES and TO OBSCURE FOR A SHORT OR LONG PERIOD OF TIME THE ACTUAL MEANING OF MESSAGES.

The ideal code or cipher would be one which was easy to encode, easy to decode, which shortened the message, hid its meaning to anyone else and was not in writing and so could not be seized. Almost all codes or ciphers depart from the ideal in one respect or another.

Inexpert use is the commonest cause of exposing messages. See the list of errors a-g above.

Any code or cipher can be broken if there is enough traffic in it and if it is inexpertly planned or used.

The transmission channel itself may be hidden such as invisible ink like lemon juice which goes brown on heating, such as writing the message on a person's head

who has been shaved and then letting his hair grow, like writing on eggs, like putting encoded ads in the paper, like putting the message in a secret "drop", etc.

International telephone and telex lines are supposed to be "secure" but in actual practice are open to any wire tapper private or government and to any "legal" surveillance.

Radio is wide open to the world. Many international phone and telex lines go by radio.

Using code at the minimum causes delay and sometimes a great deal of trouble to an enemy. In very rare cases particularly in a changing book code or a one-time cipher he cannot make it out at all.

In practice one assumes that a) he is going to be heard by an enemy b) that his messages will fall into the wrong hands c) that all codes and ciphers can be broken and d) that his receipt point will have trouble in getting it back into plaintext. If one always assumes these points he can take measures to minimize them. If he does not assume these points he is a fool.

The mighty supermen of Germany, the brainiest race in the world according to archeologists who have studied the remains of their civilization, lost TWO world wars by being stupid fools about their codes and supposing that because they were so brilliant the codes were brilliant and would never be cracked. England had the German code-books almost the entire duration of both wars and cracked their messages at will.

But the GREAT Franklin Roosevelt and dear Winnie the Churchill chattered to each other nightly in "scrambled" transatlantic phones WHICH WERE BEING UNSCRAMBELED AND ARRIVING IN CLEAR IN HITLER'S FLAPPING EARS THE MOMENT THEY WERE UTTERED. And these contained all details and plans of every campaign, before it happened.

The proud and invincible Russians, masters of the art of subterfuge, used such corny codes that they handed over the names and addresses of their most famous agents, THE RED ORCHESTRA, and got them hung up to die on Hitler's meathooks.

One probably could not get big enough a number to count the people who have died because codes and ciphers, thought secure, were broken or exposed throughout history.

And almost every such instance was because someone trusted with or using codes or someone supposed to invent them and safeguard them made corny errors such as those list a-g above.

CODE MESSAGE CHECKLIST

The following items used as a checklist on any code or cipher message, Telex or Letter will prevent catastrophes.

1. Is the person using the code hatted on codes? _____
2. Is he hatted on the code being used? _____
3. Does the recipient have this exact code? _____
4. Is there going to be an enclosure with the coded message which contains no code meaning in plaintext? _____
5. Is this code going to be relayed in another code which then gives two copies of the same text? _____
6. Is the code so used that despite code or cipher its meaning is exposed by adjacent words? _____
7. Does this coded message contain any errors in counting? _____
8. Does the message contain errors in rearrangement? _____
9. Has there been a large volume of exposed traffic that employed this code or cipher without change? _____
10. Has any copy of this code been exposed so that it might be in public or hostile hands? _____
11. Would it do any real harm if this just went plaintext? _____
12. If received in a garbled form will it alarm anyone on the receiving end when it shouldn't? _____
13. Are the people on the other end code hatted? _____

If the answer to any of the above is NO then you had better handle it quickly as ALL your traffic is now or will be at risk.

L. RON HUBBARD
FOUNDER

LRH:nt
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The Fellowship Organization, U. S.

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF MAY 14, 1960

HCO Secs
Assoc Secs
Pub. Rel. Mats

CLIPPINGS BOOK

In the interest of preserving newspaper clippings, magazine articles, or other press items on the subjects of L. Ron Hubbard and/or Dianetics and Scientology, the Public Relations Mat of HCO (or Central Org where there is no HCO) should collect any and all clippings from the organization on the above subjects, and assemble them into a suitable Clippings Book. (This includes any articles which come into the Org whether sent in from someone in the field or whether obtained by staff members, or Public Relations. It also includes articles written about Scientologists on the subjects of LRH and/or Dianetics/Scientology.)

Any staff member who sees any mention of LRH or Dianetics/Scientology in any newspaper or magazine should send such clipping to Public Relations to insure that it finds its way into the Clippings Book.

Whenever clippings are posted on the Comm Centre Board, after they have been up for the specified length of time, they are to be returned to Public Relations for mounting in the Clippings Book.

RECEPTION DUTY

Reception and other staff members are to insure that no person coming into the Comm Centre ever removes any clippings from the Bulletin Board (or other display in Comm Centre), except an HCO personnel (who gives the clippings to Public Relations).

SUGGESTIONS FOR HANDLING A CLIPPINGS BOOK

1. A loose-leaf notebook could be used so that in the event a photostatic copy was ever needed the page could be taken out of the book for photostating (or for making a typewritten copy). (If a scrapbook is used, the clippings cannot be easily removed without disrupting the book pages, unless you use a scrapbook with removable pages.)
2. Clippings should be trimmed neatly and mounted with suitable paste or glue onto the sheet of paper in your clippings book. (If using a three-ring loose-leaf notebook, mount the clipping directly onto that sheet of paper (three-hole-paper). (If using three-hole paper, use gummed reinforcements around the holes to prevent tearing.)
3. The clippings should be placed in the book in chronological order, by dates, with the earliest date at the front of the book.
4. On the outside of the book can be printed:

CLIPPINGS

Book No.1

Clippings on L. Ron Hubbard
and
Dianetics and Scientology

When one book is filled, start Book No.2, etc.

5. When mounting a clipping at the top of the page always show as much data as possible.

- a) Source of material (name of newspaper, magazine, etc.).
- b) City and Country (e.g. Washington D.C., U.S.A.).
- c) Date of article (date clipping appeared in the newspaper or magazine).
- d) Page number(s) on which article appeared.

(It is helpful to add the name of the city and country so that in the future when referring to an article appearing in, say, "THE COURIER", there will be no question as to what city, what country - U.S.A.? England?, etc.)

6. When mounting a clipping which is larger than your sheet of paper, mount what you can on the sheet, and fold the remainder neatly over the top of the sheet, so that it fits squarely into the book. (To help protect the newsprint, you can paste a blank sheet of paper onto the back of the part that overlaps so that when the newsprint is folded it has something substantial on the back of it for protection.)

A loose-leaf binder as suggested herein can be put into your file drawers, whereas an extra large scrapbook might not fit into your files.

The main points are: Maintain a Clippings Book which will endure; mount the clippings in such a way that they will not tear; insure that complete data accompanies each clipping; mount clippings in such a way that they can, if necessary, be removed for copying purposes.

Such a book will help us maintain a running record of publicity on LRH & Dianetics/Scientology.

Issued by: Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD

LRH:js:sb
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GUARDIAN ORDER

GO 38

14 April 1971

GO Staff WW

NEWSPAPER CLIPPINGS

All newspaper clippings, whether on Scientology/Dianetics or on mental health and other topics of interest, should be routed on to Bureau 4. This includes clippings from outer orgs.

Xerox copies of articles on Scientology are routinely done for the Guardian, PRO and legal. Any copies required on other subjects should be done before sending to Bureau 4 for filing.

Proposed by

Dorothy Penberthy

for

Mo Budlong

for

Jane Kember
The Guardian WW

if

GO 165

4 October 1971

ALL D/G & A/G Mats
 ALL D/G & D/A/G B & Mats
 PR
 LEGAL.

RE: NEWSPAPER CUTTINGS, MAGAZINES, ETC.

The standard G.O. line for newspaper cuttings about Scientology, Scientologists, Orgs, ISM etc. is through Bureau 4.

Bureau 4 is responsible for ensuring that PR and Legal and the A/G or D/G is requested, get copies of the clippings.

The clipping is then recuted to the next senior Bureau 4 on lines.

The Continental Bureau 4 is responsible for the originals of all cuttings. E.g Bureau 4 Las Vegas doing clippings, sees an article on na. He clips it, labels it neatly and does

- 1 copy for D/A/G PR Las Vegas
- 1 copy for D/A/G Legal Las Vegas
- 1 copy for A/G Las Vegas (if requested by A/G LV)
- 1 copy (or more) for his own files.

The original is routed to D/G Bureau 4 U.S. via A/G Las Vegas and D/G US.

D/G Bureau 4 U.S. distributes as follows:

- 1 copy for D/G PR U.S.
- 1 copy for D/G Legal U.S.
- 1 copy for D/G US (if requested)
- Original for his own files, and
- 1 excellent fully readable clear copy is routed to DG Bureau 4 WW via DG US and Guardian WW.

D/G Bureau 4 WW does similar distribution etc.

Variables here are that Bureau 4 Canada is responsible for its own originals and must send excellent copies up the line; Australia must send originals to WW because of the current situation in Australia.

Originals or original xeroxes are filed by newspaper, and may be crossfiled depending on content.

Bureau 4 WW is responsible for originals of UK and all areas where no G.O. exists.

Bureau 4 U.S. is responsible for all originals of US and US possessions.

Bureau 4 Canada is responsible for all originals of Canada and Canadian possessions.

Bureau 4 Europe is responsible for all originals of Europe.

Bureau 4 Australia is responsible for all originals/ original xeroxes of Australia and Australian possessions.

Bureau 4 New Zealand is responsible for all originals of New Zealand and New Zealand possessions.

Bureau 4 Africa is responsible for all originals of Africa.

Any bureau having originals must route these to Bureau 4.

In the case of good or very good press or magazine, the line must be handled in such a way that Bureau 4 WW receives an original as PR generally does reprints etc. This usually entails buying two or more copies in the area where the press was generated.

Continental Bureau 4 is responsible for ensuring that Franchises in their areas send clippings into their Continental Guardian Offices.

This is the standard G.O. line for handling Scientology clippings.

Nothing in this Guardian Order alters other inter-bureau arrangements re clippings, e.g. between PR WW and PR US but all D/Gs Bureau 4 must understand that these lines are in addition to the standard line, and do not replace the standard line. So grab your hats back and let's see clippings moving on the correct lines.

Proposed by D/G Bureau 4 WW
for Jane Kember
The Guardian WW

JK:mb

(Copy of dispatch from G WW of 16 Oct. 67 RE: Cross Filing)

Intelligence Co-Ord, WW
Guardian WW

Oct. 16, 1967

Dear Jane -

Are our files really be cross-filed well - like all factors about each person noted & put into WW files.

For instance, on attached report, a factor of the Royal Army Medical Corps would go in all files concerned.

A Director of the World Fed. of Mental Health would go in all files of persons who are directors.

Etc. Etc. - it is all this cross filing which does the work for us. Is this being done?

Love,

MarySue

Dear Jane -

You should do an easier system by just making enough xerox copies so as to have a folder contain every copy relating to it. Say you have the Psychology Society. Into this folder you would put a xerox copy of all persons belonging to it that you might get reports on. And in the individual folders of each person you would have a note - Member of Psychology Society - this way your files do it all for you & no card index is needed.

Love

MarySue

(Copy of dispatch to G Ww Re Cross Filing)

Guardian W/W

OIC Hat

19/10/67

Guardian Intelligence W/W

Dear Mary Sue,

As far as I know, the system of cross referencing that Lucy and I are using should meet our requirements.

Re the important report that came in - I xeroxed copies for all important names and groups on it, and had files made by Lucy for each new person and new group. These are all X referenced on our index cards, so that the whole network is available, and the minor names have been X referenced. They are easily locatable and are building up a picture of our enemies.

On a report which was as important and significant as that, I wanted every line to be available. So I think that I am doing the correct thing. If there is any other method or additive you would like me to do - I'll do it with pleasure.

love

Jane

HCO POLICY LETTER OF 25 APRIL 1968

Confidential.
non-remimeo
Intelligence only.

INTELLIGENCE ACTIONS

An Intelligence Officer, gives summaries. Never estimates of the situation.

Intelligence should give facts and reports. DATA is what is needed. Example "All info concerning Joe Jones has been turned over to prosecution for action" ... "Our investigation on Tom Smith has revealed that he is a communist and was arrested 5 times for various crimes. we are taking further action" etc., etc., etc. That and that alone is what is needed, not alarming reports such as how bad it all is in Willabaloo. This is an effort to give an estimate of situation and is enturbulative.

Suppression occurs when generalities are entered into reports.. Evaluations are generalities.

Forwarding of false information is a very high crime. Failure to forward information is an equally high crime.

An Intelligence Officer collects data, files by name and area writes summaries and forwards the data to the correct terminal. This person should never at any time consider themselves capable of giving an estimate of the situation. This is done by the head of the division.

The Standard actions of intelligence are:

1. Predict the trouble before it occurs by filing, cross indexing, investigation of areas, statistics and other means.
2. Investigate for crimes, the individual's who are creating trouble.
3. Prosecute.

This is standard, 1 2 3 action and should not be deviated from. The maxim is .. "when under attack .. attack". The point is .. even if you don't have enough data to win the case . still attack .. LOUPEL Reason is, it is only those people that have crimes that will attack us, and they will soon back off for fear of being found out when attacked back.

Filing is a very important action in intelligence. You file by name and area. If you get a report that has 10 names on it .. 10 copies are made and a copy placed in each file. Areas can be kept by country, state, town etc., depending how large an intelligence unit you are handling.

Intelligence requires a very critical eye. No evaluation, generalities or estimates. Just data, summaries and specifics.

HUDNARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remind me HCO POLICY LETTER OF 18 MARCH 1972

Establishment Officer Series 10

FILES

The lowly and neglected item called FILES is the cause of more company downfalls than desks and quarters and sometimes even personnel.

Because files are looked upon as routine clerical work they seldom are given enough attention by executives. Yet the downfall of most executives is lack of information and FILES.

Files are often considered an area of overwork on the shoulders of one person or a part time action. This is the most expensive "savings" an org can get itself into.

Example: One org (Jbg early '60's) did not have file cabinets or proper respect for files and kept losing their 6500 Central Files of clients. The org remained in income trouble.

Example: Another Org (SH '60) would not file into its bills files or keep them up and routinely overpaid creditors. In '44 for lack of these proper accounts files, it thought it owed £1000 when it actually owed £22,000! And don't think that didn't cause management overwork!

Example: An org didn't have its CF straight and its address was therefore incorrect and not tabbed for publics. (AOIA 1971-72). This cost thousands of dollars a week in (a) Promo wasted to wrong addresses (b) low returns (c) Insolvent Cash-Bills.

I could go on and on with these examples. FSM Pym's broken down as Dept 18's had no proper FSM file or any real selection slip file. Inability to promote to correct publics because of no tabbed address plates. Inability to locate suppliers due to no purchaser files. No personnel obtained as personnel files non-existent. And so on.

There are LOTS of Files in an org. HCO P/L 23 Feb 1970 "The LRM Come Weekly Report" lists the majority of these.

ORGANIZED FILES

The Establishment Officer will find all too often that in the flurry to get products, the file forming and maintenance function is by-passed. He will find files are being pawed through and destroyed by frantic staffs.

He will seldom find similar attention being given to files. He will even find local (and internal) orders like "They are spending too much time organizing and too little time producing. So just produce, don't organize."

Such people are getting this week's status at the expense of all next year's income!

They even order files destroyed as "old" instead of getting up Archives.

Half to two thirds of an org's income comes from having a well kept Central Files and Address and P34 files and a lot of Credit rating and correct payment comes from bills files. P/L and HCOB files almost totally monitor training and processing and Admin quality.

So files are FINANCIALLY VITAL TO AN ORG.

Efforts to block or cheapen files supplies and personnel must be countered. This is the first step of organizing files.

The next step is using a simple system that lets one recover things once they are filed.

The next step is collecting everything to be filed while filing it.

The next step is completing the files (usually by extra hands).

The final step is MAINTAINING the files by keeping people there to do it and having exact lines.

Independent files all over a division are liable to file out of date or lost. Therefore it is best to have DIVISIONAL FILES. These usually go in the last Dept and section of the Division. Usually every type of file in the Div is kept there.

In this way you can keep a files person on the Division's files.

A big deep FILES BASKET exists in the Div Comm Center.

A Log out Log in book exists to locate where files have gone. This can be a large colored card that takes the place of the file.,

A Pre-File set of boxes A-Z sits above the files and is used, so one isn't opening and closing file cabinets every time one files in one scrap of paper.

Files personnel HAVE TO KNOW THEIR AIRMAIL FORWARDS AND BACKWARDS LIKE LIGHTNING. This is the biggest cause of slow or mis-filing.

9.18.72

- 3 -

All members of the Division sections can be taken for an
or two a day to catch a sudden influx or backlog.

There are no "miscellaneous files" or catch all "that
it things in when we don't have another place for them".

Clerks must be able to get things out of files rapidly
all as file in.

The files location must not be so distant from the
a (like letter rooms or accountants) that use of them
is discouraged by the delay or the time lost. When this
true they start keeping their own independent files.

MEMORY

A person without memory is psychotic.

An org without files has no memory.

Est O's

The Est O is responsible for organizing, establishing
maintaining files even when there is a files I/C. The
Head and Dept heads are in command of files and their
and over files people. But this does not excuse an
O from having the Div's files established.

If an Est O only did this file action well, the increased
use of an org and the decreased cost would cover his and
file clerk's pay several times over!

FILES ARE VALUABLE TO AN ORG.

L. ROW HUBBARD
FOUNDER

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 28 JUNE 1972

Establishment Officer Series 21

FILES ACCURACY

As Files are the vital operational line it is of the GREATEST IMPORTANCE that ALL FILING IS ACCURATE.

A misfiled particle can be lost forever.

A missing item can throw out a whole evaluation or a sale.

Items get misfiled for four reasons:

1. Ignorance of the alphabet
2. Ignorance of geography
3. Ignorance of the vital role of the files
4. Personal out-ethics.

The remedies therefore are:

1. ALL FILES PERSONNEL (a) MUST BE ABLE TO RATTLE OFF THE ALPHABET FORWARDS AND BACKWARDS. (b) They must be drilled then to be able to give the letter ahead of and behind each letter in the alphabet.

2. GEOGRAPHY must be known to files personnel, particularly the locations of orgs, cities, states and continents. This is done by drilling them on a map that has key locations related to files.

3. Method 6 WCing should be done on words connected with the post and action of filing. Then the value and purpose of the files they handle should be done by them.

4. Persons with out ethics or on an ethics cycle should not be given filing as an amends as they are not drilled and are out of PT to say the least.

ETHICS ACTION

Anyone finding a mis-filed particle should report it to the Ethics Officer or Master at Arms.

He must then quickly make every effort to locate who is misfiling and take rapid action.

The first action is to hat them as above.

Any repeat is an Ethics Offense handled by a Court.

If the E/O cannot find the person or does not act he himself must comb all files and straighten up the particles.

SUMMARY

It is of vital interest both in ease of work and financially that all files are straight.

L. RON HUBBARD
FOUNDER

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24th October, 1973

(title not written on original copy)

POLICY: P/Ls on Backlogs.

SITUATION: Vital Intelligence data not getting into files but sitting 'pending' handling causing files to be out of date.

STATS: There has been a backlog of filing in Bureau IV ever since September 1968 which with fluctuations and minor handlings has been steadily growing for 5 years currently reaching enormous proportions. Stats for the activity are false.

DATA: There are currently 23 piles of backlog. 5 larger piles are entirely newspaper clippings. 9 of the piles are 30% - 50% clippings. 2 of the piles are 10% clippings. 2 piles have no clippings. The remaining piles are uninspected but by label would be 50%, 50%, 20%, 50% clippings, e.g. by averages of piles only, 53% is clippings including traffic on route to files. Clippings were found for crossfiling under general subjects, names, areas, etc. etc. Xeroxers state that most time consuming action is xeroxing clippings. Time is also used clipping clippings (3/4 hr. to 4 hrs per day), marking clippings, mounting clippings and filing clippings. Piles of clippings are mixed, e.g. clippings on Scientology and clippings on subjects plus Intell reports etc. Time is also used up hunting for clippings for PR etc. The only extant data on clippings is:

HCO P/L March 1, 1966, that clippings are filed on subjects.

HCO P/L 14 May 1960 which outlines how to handle clippings on Scientology.

CS-G Dispatch 26 May 1968 indicating you clip and cross file data on a located source of antagonism.

GO 907 indicating you cross file clippings after locating the source or area of antagonism.

The only other data was a hat write-up by Former Int Chief WW, Brian Day, who set this line up.

The big outpost here is Altered Importance.

Work 1, Clippings 24, Reports 1.

WHY: The clipping of newspapers and the handling of clippings have been given equal importance to collecting Intelligence data and cross filing the data.

ETHICS: Local Policy by previous Int Chief bought uninspected and re-inforced by current D/G Info.

IDEAL SCENE: Clippings on Scientology, clippings on subjects, clippings on individuals and reports given their correct relative importance per policy on clippings.

RIGHT IDEA: Locate all piles of subject clippings older than 1 year and all piles of unmoving newspapers and burn them as a demonstration for Bureau IV staff.

PLAN: Indicate the why and demonstrate it graphically, then get the correct policies in and reduce the flow of clippings.

1. Immediately call on all hands B.4 to get only vital Intell reports etc. into the files with no further delay. Work out a schedule for all hands action and wipe out the backlog.

D/G Info WW _____

2. Continue all current filing activities.

CIC Dir _____

3. Star rate checkout the above references in the data.

D/G Info WW _____

4. Indicate the Whys to B. IV staff.

D/G Info WW _____

5. Gather together piles of unmoving newspapers and 1 year-plus old clippings and burn them with staff present.

D/G Info WW _____

6. Write a proposed G.O. giving the exact significance and handling of

- (a) Clippings on Scientology
- (b) Clippings on subjects
- (c) Clippings on individuals.

D/G Info WW _____

7. Ensure that every Info person trained at WW gets a copy of the Guardian Order.

D/G Info Comm WW _____

8. Enforce that volume of clippings comes down to manageable proportions.

D/G Info WW _____

CIC Dir _____

Mo Budlong.

GUARDIAN ORDER

GO 1197

20 June 1974

Info Bureau

CONFIDENTIAL

CIC SERIES NO. 1

DESCRIPTION OF CIC WW FILING SYSTEM

As Bureau I CIC WW is presently converting over to micro-film, it is important that all Guardian Office Information Bureaus are aware of the type of filing system used at World Wide and also are aware of the standards required in reports sent to World Wide.

For that reason a series of Guardian Orders has been written giving a description of our filing system, the micro-film system, and the standards required both for use in the systems and use after the conversion to micro-film.

The first in this series is a description of the CIC Files system at WW. This system is in use presently and will remain in use after the conversion to micro-film. It is as follows:

The filing system is divided into 8 categories:

1. Doubt *
2. Traitor *
3. Enemy *
4. General Area
5. General International
6. Enemy International
7. Intell
8. Newspaper Files

(* Does not refer to the Conditions)

1. DOUBT: A non treacherous Scientologist who comes up in an intell report. These files are used a lot by Branch II. The Doubt files are not filed by country, but are filed alphabetically with the whole world in together, as Scientologists move around a lot.
2. TRAITOR: An ex-Scientologist who has gone to the press or police or to court, or in some way attacked us or harmed Scientology. These are filed alphabetically and by country.
3. ENEMY: An exterior suppressive or his connections, i.e. any person, group, organization, company, government department etc. mentioned in an intell report who does not fit into category (1) or (2) above. These are filed by country and alphabetically within the country.

(Note: If a person is temporarily residing in a country - e.g. an Ambassador - a dummy file is made for the country he is in temporarily and his true file is kept in his home country.)

4. GENERAL SUBJECTS: This consists of files of subjects (not people or organizations) of interest to Scientology such as Aversion Therapy, Brain Surgery, Crime, Drugs, Involuntary Institutionalization, Mental Health Acts, Psychiatry, Speech Treatment, etc. and are divided into countries alphabetically, and then the different subject files are arranged alphabetically within each country.
5. GENERAL INFORMATION: This consists of subjects of interest which are covered from an international viewpoint, e.g. Banking, Communism, Ethnology, Finance, Intelligence, Mental Health, Press, Psychiatry, Psychology, etc. These are filed alphabetically by subject.
6. AMNESTY INTERNATIONAL: As for category (5) above, except that this section is for international organizations such as Amnesty International, European League for Human Rights, International Monetary Fund, Caribbean Federation for Mental Health, United Nations, World Council of Churches, WFR, World Psychiatric Association etc. This section is filed alphabetically.
7. INTELL: These are divided into 2 sections.
The first section consists of files of reports, information, etc. received from individuals who are not staff members but who do part time work for the Bureau or who volunteer information etc. on a casual basis.
The second section is for each Guardian Office around the planet and contains the Branch I and Branch II weekly reports and reports concerning Bureau management etc.
These two sections are, of course, each arranged alphabetically.
8. NEWSPAPER FILES: These contain in date order the mounted Scientology clippings, originals where possible, and are filed alphabetically under the name of the newspaper/magazine - having first been divided into countries alphabetically of course.

The above is the Bureau I CIC WW filing system. All intell reports received at WW are crossfiled under each name mentioned in the report under the appropriate category. This is an excellent system and very workable.

The "special bank" files are in addition to the main files described above, and are done as per CO 907 Intelligence Estimations and Predictions.

For further information on the above main system of questions on how to change to this system or problems with the system, contact the
CIC Director Branch I Bureau I WW.

Michael Taylor
T/CIC Dir WW

Catherine Gogery
CIC Officer WW

for Herrick Brandel
Branch I Dir WW

for No 101000
DS Info WW

for Jane Kemper
The Guardian WW

GUARDIAN ORDER

GO 1196

20 June 1974

Info Bureaus

CONFIDENTIAL

CIC SERIES NO. 2

Micro-film system

As a second in a series of Guardian Orders to make Guardian Offices around the planet more familiar with the CIC Branch I Bureau I WW filing and micro-film system, this Guardian Order is issued to give a brief description of the micro-film system and the standards needed to get good quality micro-film copies.

The micro-film system consists of the following equipment:

1. Rotary Camera
2. Automatic processor
3. Reader Filler
4. Jacket Reader

The particles that one wants to copy are taken to the camera and fed into the machine by means of a feeding tray at the front of the camera. The feeding tray will take particles up to 13 inches high. The particles are then returned at the bottom of the machine. After a complete roll of film has been used, the roll of film is taken out of the camera and carried to the processor where it is processed. Then once the roll has been processed, it is taken to the Reader Filler where it is loaded into jackets (the jackets are the actual file, they are 5 inches by 6 inches and hold up to 75 particle/frames). And once the film has been loaded into the appropriate jacket the jacket is filed (as per CIC Series No.1). The person, organisation, business, etc. now has a file. When someone needs to look at it, they place it in a viewer.

That is basically the micro-film system and the cycle of action in getting particles on file. Now, the standard required:

- Particles taller than 13 inches high will not feed into the machine properly. Ensure that reports are on standard size paper (to be covered more clearly in CIC Series No.3).
- Poor copies will of course reproduce poorly. Ensure that reports sent to WW are clear, written black on white. Where this is not possible, as in the case of original documents, a copy of the document should be typed and attached to the original.
- Another problem is with things written/typed on both sides of thin paper (i.e. air mail paper). When filmed, the writing from both sides shows on the film. To handle, simply use only one side of the paper. In the case of originals, handle as mentioned above by typing a copy.
- Although most colours will reproduce clearly, some don't. So to ensure best possible reproduction, use black ink on white paper.

and following these points will greatly assist in the storage
retrieval of data.

Michael Taylor

John A. G. ...

...

Michael Taylor
T/CIC Dir WW

and Catherine Gogerly
CIC Officer WW

for Hermann Brendel
Branch I Dir WW

for Mo Budlong
DG Info WW

for Jane Kemper
The Guardian WW

GUARDIAN ORDER

GO 1195

20 June 1974

Info Bureaus

CONFIDENTIAL

CIC SERIES NO. 3

Standards for Reports

Due to the tremendous traffic from the Guardian Office Info Bureaus around the planet to World Wide and because CIC Branch I Bureau I WW is currently converting over to micro-film, the following standards for reports must be set. These standards serve a dual function. First, they make it easier for the executives who handle the particles, and secondly, they reduce the amount of handling required to get the data into the files.

These standards are as follows:

1. All reports sent to WW must be typed where possible.
2. The reports must be on white paper and typed/written in black ink.
3. The reports must be on standard size paper (i.e. Foolscap or Quarto for UK and Commonwealth, A4 for Europe, and 8½ x 11 or 8½ x 13 for the US). The important item here is that the reports do not exceed standard sizes of paper as these will not feed into the micro-film camera.
4. Use black typewriter ribbons, black carbon paper, black pens, Reports done in other colours will not reproduce as well.
5. Poor quality copies must be accompanied by a typed copy of the original (more on this in CIC Series No. 6).

The above will handle the problems with reports sent to WW and will make operations much smoother and more efficient.

Michael Taylor
T/CIC Dir WW

and Catherine Gogerly
CIC Officer WW

for Hermann Brendel
Branch 1 Dir WW

for Mo Budlong
DG Info WW

for Jane Kember
The Guardian WW

GUARDIAN ORDER

GO 1194

20 June 1974

Info Bureaus

CONFIDENTIAL

CIC SERIES NO. 4

Spelling

All names of people, organisations, and businesses contained in reports sent to Guardian Office Info Bureau WW must be spelt correctly. Due to mis-spelling or "guesses" of names, the data may become completely lost. We have no way of telling correct spelling of names from incorrect, except as they come to us on the reports, and all too often, we find one person has more than one file because the reports were sent in with the name mis-spelled or mis-duplicated by the person writing the report. So make 100% sure of the spelling before you pass on the data. Some common examples are names like Johnsson, Johnson, Jonson; or Kristine, Christine; or Thomson, Tomson; etc. Another is names ending in "e" like Clarke or Browne. So ensure that the names in the report are correct.

Michael Taylor
T/CIC Dir WW

and Catherine Gogerly
CIC Officer WW

for Hermann Brendel
Branch I Dir WW

for Mo Budlong
DG Info WW

for Jane Kemmer
The Guardian WW

GUARDIAN ORDER

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Info Bureaus

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CIC SERIES NO. 5

Reminder line

Because of the amount of traffic that passes by on the executives line daily, and because of difficulties caused in filing, a reminder line is to be used after names mentioned in reports. The reminder line works as follows:

A report is sent to WW and in it, it states: "Joe came into the org again today and we discussed the same thing we went over last week." To the person writing the report this may make total sense but to the persons at WW reading it, the following questions may arise. First, who is Joe, and second, what is talked about? The fact that a report was sent to WW the week before makes no difference as WW Info Bureau handles hundreds of such reports a day. Also even if the executive reading the report did remember the scene, the staff in CIC probably wouldn't.

So, to help orient the people reading the report to the scene and to aid CIC in getting the data correctly and quickly into the files, the reminder line is to be added. Thus the report goes like this: "Joe M. Blow, the reporter from the "Whatever Tribune", came in again this week and he still wants to do the article on Scientology, etc." Or, "James C. Smith, attorney for ABC Company, called and mentioned thatetc." Or, Neils P. Anderson, the staff member who set fire to the receptionist desk, is nowetc."

In other words, you have now familiarized the person reading the report with the scene so that he doesn't have to look for further data. This obviously doesn't need to be used every time the person's name is mentioned in the report and in some cases would not be used due to lack of data by the person writing the report but it should be used as often as possible.

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GUARDIAN ORDER

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Info Bureau

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CIC SERIES NO. 6

Quality of Copies

Recently the Info Bureau World Wide, in the process of converting over to micro-film, has been running into a problem with the quality of the copy of the reports being sent to WW. This is especially true in the area of xerox copies sent to us. The procedure in micro-filming is the original copy (once micro-filmed) is destroyed, but in the case of poor copies it is useless to even put it on film. So in the future ensure that all reports sent to WW are clear and can be easily reproduced on micro-film. Where this is not possible, as in the case of original documents (which are themselves poor copies), a typed copy should be attached to the original.

Michael Taylor
T/CIC Dir WW

and Catherine Gogerly
CIC Officer WW

for Herman Brendel
Branch 1 Dir WW

for Mo Budlong
DC Info WW

for June Kemmer
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